

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

November 1 – November 30, 2007

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



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Consulting Environmental Engineers and Scientists

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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
November 2007

TOAM: Elaine Chan
PM: Patrick Gookin

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on November 2.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on November 9.

The Records Center Performance Measurements Reports were submitted to the TOAM on November 14.

The Major Projects Status Report for November was submitted to the TOAM on November 15.

The current invoice for Records Center operations, and the site-specific detail attachments were provided to the TOAM on November 19.

The quarterly comprehensive statistical report for August 1 through October 31 was submitted to the TOAM on November 15.

The semi-annual property inventory update was submitted to the TOAM on November 20.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 3,089 documents and edited 3,951 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

A Librarian IV eliminated the indexing backlog of the Aerojet General Corp. (Rancho Cordova) site this month.

The site assessment Librarian IV received 13.5 lft. of new documents, of which .1 lft. were federal facilities documents, and processed 17 new sites.

On November 15 staff provided examples of Region 9 indexing guidance and examples to EPA Region 8 TOPO Dave Christenson.

The site assessment Librarian IV received .7 lft. of Oil Facility Response Plan documents, and worked 9.2 hours on the collection, adding new pages, typing new binder and folder labels, and processing newly received documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

39.1 lft. of documents were picked up from EPA regional offices. 9 Transfer of Records forms were processed.

12.4 lft. of documents were retrieved from the FRC.

Staff performed quality assurance on 3.3 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated November 13.

FRC Storage Report, updated November 13.

On-Site Storage Report, updated November 13.

Contracts On-Site Storage Report, updated November 2, 26, and 26.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning staff prepared, scanned, and quality assured 2,614 documents (69,370 pages) during November and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 1 SCAP accomplishment document during November.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Fourteen Financial Cost Documentation Packages were processed and/or updated through the Accounting, Program, or Enforcement Final copy for the following sites:

ASARCO INC HAYDEN PLT, OU 01 (SSID 09JS)
CASMALIA RESOURCES, OU 01 (SSID 093H)
CASMALIA RESOURCES, OU 01 (SSID 09GY)
JASCO CHEMICAL CORP, OU 01 (SSID 09F6)
LEHR/OLD CAMPUS LANDFILL, OU 02 (SSID 097J)
MCCORMICK & BAXTER CREOSOTING CO, OU 01 (SSID 091E)
MOTOROLA, INC. (52ND STREET PLANT), OU 13 (SSID 09BE)
MOTOROLA, INC. (52ND STREET PLANT), OU 14 (SSID 09BE)
MOTOROLA, INC. (52ND STREET PLANT), OU 15 (SSID 09BE)
MOTOROLA, INC. (52ND STREET PLANT), OU 18 (SSID 09BE)
MOTOROLA, INC. (52ND STREET PLANT), OU 19 (SSID 09BE)
OPERATING INDUSTRIES, INC., LANDFILL, OU 00 (SSID 0958)
PACIFIC COAST PIPELINES, OU 01 (SSID 09J6)
SAN GABRIEL VALLEY (AREAS 1-4), OU 01 (SSID 098V)

Staff received 8 requests for cost package and/or contract documents, performed 11 database searches in SDMS/Lotus Notes and provided 8 documents for EPA staff during November. Site-specific charges occurred for the following sites:

COOPER DRUM, OU 01 (SSID 091N)
CYPRUS TOHONO MINE, OU 00 (SSID 09JT)
RHONE-POULENC, INC./ZOECON CORP, OU 01 (SSID 0998)
RIO TINTO MINE, OU 01 (SSID 09BY)
UNIDYNAMICS PHOENIX INC (GOODYEAR), OU 03 (SSID 09R8)

The Cost Package Documentation Index was updated on November 2, 16, and 26.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 7.8 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of November, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

| SSID | OU | SITE NAME |
|------|-----|---------------------------------------------------|
| 09ZZ | N/A | 427 EVANS AVE (BROWNFIELDS) |
| 099R | 00 | ABANDONED URANIUM MINES ON THE NAVAJO NATION |
| 0916 | 00 | AEROJET GENERAL CORP (RANCHO CORDOVA) |
| 0916 | 01 | AEROJET GENERAL CORP (RANCHO CORDOVA) |
| 0916 | 06 | AEROJET GENERAL CORP (RANCHO CORDOVA) |
| 094Y | 01 | ALARK HARD CHROME |
| 09QP | 00 | ALL METAL PROCESSING |
| 09NW | 00 | AMERICAN SAMOA HIGH SCHOOL LABS DEUX |
| 09GU | 00 | ANACONDA COPPER CO (YERINGTON) |
| 09GU | 01 | ANACONDA COPPER CO (YERINGTON) |
| 09ZZ | N/A | ARCATA SOUTH I ST MILL SITE (BROWNFIELDS) |
| 09KC | 00 | ARCHIE GOH DEBRIS FIRE SITE |
| 09PP | 00 | AUCLAIR DUMP SITE |
| 09ZZ | N/A | BABBITT BOWLING ALLEY (BROWNFIELDS) |
| 09H2 | 02 | BROWN & BRYANT INC. (ARVIN PLANT) |
| 09L8 | 01 | BURR BROWN |
| 09ZZ | N/A | CAPITOL PLATING (BROWNFIELDS) |
| 093H | 00 | CASMALIA RESOURCES |
| 093H | 01 | CASMALIA RESOURCES |
| 09ZZ | N/A | CHOWCHILLA HIGH SCHOOL SPORTS FIELD (BROWNFIELDS) |
| 09ZZ | N/A | COMMUNITY DAY SCHOOL BURBANK (BROWNFIELDS) |
| 091N | 01 | COOPER DRUM |
| 09ZZ | N/A | CORNERSTONE REDEVELOPMENT AREA (BROWNFIELDS) |
| 0936 | 01 | DEL AMO FACILITY |
| 0936 | 02 | DEL AMO FACILITY |
| 09AG | 01 | DEL MONTE CORP. (OAHU PLANTATION) |
| 09HB | 00 | DENOVA ENVIRONMENTAL INC. |
| 09HB | 01 | DENOVA ENVIRONMENTAL INC. |
| 09DF | 00 | ENVIROPUR/PRC |
| 09ZZ | N/A | FORMER POLICE DEPT FIRING RANGE (BROWNFIELDS) |
| 09ZZ | N/A | FREIGHT HOUSE 270 EVANS AVE (BROWNFIELDS) |
| 09H7 | 00 | FRESNO MUNICIPAL SANITARY LANDFILL |
| 09ZZ | N/A | GABBS RECREATIONAL HALL (BROWNFIELDS) |
| 09H8 | 00 | GBF & PITTSBURG DUMPS |
| 09H8 | 01 | GBF & PITTSBURG DUMPS |
| 09ZZ | N/A | GREYHOUND BUS TERMINAL (BROWNFIELDS) |
| 09X6 | 00 | HALACO ENGINEERING CO |
| 09X6 | 01 | HALACO ENGINEERING CO |
| 09BL | 00 | HICKAM AIR FORCE BASE |
| 09NT | 01 | HIGHWAY 160/MILE 327 RADIATION SITE |
| 0909 | 03 | HUGHES/TUCSON AIRPORT |
| 0917 | 01 | IRON MOUNTAIN MINE |
| 09ZZ | N/A | KAKAAKO SITE (BROWNFIELDS) |
| 09ZZ | N/A | KAKAAKO SITE UNIT 8 (BROWNFIELDS) |
| 09ZZ | N/A | KEALAKEHE TRANSFER STATION (BROWNFIELDS) |
| 09ZZ | N/A | KEN'S BUFF & PLATING (BROWNFIELDS) |
| 09ZZ | N/A | KERR MCGEE CHEM CORP |
| 09ZZ | N/A | LAGUNA FIELD OFFICE |

| SSID | OU | SITE NAME |
|-------------|-----------|----------------------------------------------------|
| 097J | 02 | LEHR/OLD CAMPUS LANDFILL |
| 091A | 01 | LEVIATHAN MINE |
| 0989 | 01 | LORENTZ BARREL & DRUM CO |
| 09ZZ | N/A | LOS ANGELES SHOWCASE COMMUNITY (BROWNFIELDS) |
| 09ZZ | N/A | LUST INDIAN COUNTRY PROJECT |
| 09ZZ | N/A | MARTIN ADAMS DUMP |
| 0941 | 01 | MCCLELLAN AIR FORCE BASE |
| 091E | 01 | MCCORMICK & BAXTER CREOSOTING CO |
| 09BZ | 00 | McFARLAND STUDY AREA |
| 09ZZ | N/A | MCGILL, NV (BROWNFIELDS) |
| 09M6 | 01 | MEW STUDY AREA |
| 0946 | 01 | MGM BRAKES |
| 099P | 00 | MIDWAY NAVAL AIR FACILITY |
| 09J4 | 01 | MODESTO GROUND WATER CONTAMINATION |
| 09C7 | 01 | MOFFETT NAVAL AIR STATION |
| 0926 | 01 | MONTROSE CHEMICAL CORP |
| 0926 | 03 | MONTROSE CHEMICAL CORP |
| 0926 | 06 | MONTROSE CHEMICAL CORP |
| 09CA | 01 | MONTROSE CHEMICAL CORP |
| 09BE | 10 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 14 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 19 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 01 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 02 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 03 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 04 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 05 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 09 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 13 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 14 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 15 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09BE | 19 | MOTOROLA, INC. (52ND STREET PLANT) |
| 09ZZ | N/A | NDEP BELAUSTEGUI PARK (BROWNFIELDS) |
| 09X9 | 00 | NELCO OIL REFINING |
| 09J5 | 00 | NEWMARK GROUNDWATER CONTAMINATION |
| 09MZ | 00 | NORTHEAST CHURCHROCK MINE SITE |
| 09LG | 00 | OAK RIDGE HIGH ASBESTOS |
| 09BC | 00 | OMEGA CHEMICAL CORP |
| 0958 | 00 | OPERATING INDUSTRIES, INC., LANDFILL |
| 0958 | 01 | OPERATING INDUSTRIES, INC., LANDFILL |
| 09ZZ | N/A | ORPHAN MINE |
| 09ZZ | N/A | OWYHEE COMBINED SCHOOL (BROWNFIELDS) |
| 09J6 | 01 | PACIFIC COAST PIPELINES |
| 09S5 | 00 | PALOMINO VALLEY SITE |
| 091S | 01 | PEARL HARBOR NAVAL COMPLEX |
| 099K | 01 | PEMACO MAYWOOD |
| 09QW | 00 | PETALUMA MARSH |
| 0919 | 01 | PHOENIX-GOODYEAR AIRPORT AREA |
| 09JM | 00 | PIONEER MILL COMPANY |
| 09KK | 00 | PIONEER PIT & GARDNER'S POINT PLACER MINES |
| 09ZZ | N/A | PLATFORM HENRY |
| 09LX | 00 | PRESERVATION AVIATION |
| 09ZZ | N/A | PROPOSED VALENTINE ELEMENTARY SCHOOL (BROWNFIELDS) |
| 0921 | 01 | PURITY OIL SALES INC. |
| 09ZZ | N/A | R S I C EAST 2ND ST COMMERCIAL SITE (BROWNFIELDS) |

| SSID | OU | SITE NAME |
|-------------|-----------|---------------------------------------------------------|
| 09ZZ | N/A | R T C 4TH ST STATION TRANSIT CTR (BROWNFIELDS) |
| 09ZZ | N/A | RENO PUBLIC PARKING (BROWNFIELDS) |
| 09JW | 00 | RIALTO COLTON PLUME |
| 09LC | 00 | RINCONADA MINE |
| 0979 | 01 | SACRAMENTO ARMY DEPOT |
| 09P1 | 00 | SAIPAN CAPACITORS |
| 09ZZ | N/A | SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY (BROWNFIELDS) |
| 0959 | 01 | SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) |
| 09N1 | 00 | SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) |
| 09N2 | 01 | SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) |
| 09QZ | 04 | SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS) |
| 098V | 01 | SAN GABRIEL VALLEY (AREAS 1-4) |
| 09M5 | 01 | SAN GABRIEL VALLEY (AREAS 1-4) |
| 09ZZ | N/A | SAN YSIDRO BORDER PATROL STATION |
| 09ZZ | N/A | SAND ISLAND STATE PARK (BROWNFIELDS) |
| 09AV | 00 | SANDERS AVIATION |
| 09QL | 00 | SANTA SUSANA FIELD LABORATORY (SSFL) |
| 09P9 | 01 | SCHOFIELD BARRACKS |
| 09NJ | 01 | SHAHARALD MINE |
| 0980 | 01 | SHARPE ARMY DEPOT |
| 09ZZ | N/A | SILVER STRIKE MOTEL (BROWNFIELDS) |
| 09K2 | 00 | SULPHUR BANK MERCURY MINE |
| 09K2 | 01 | SULPHUR BANK MERCURY MINE |
| 09S8 | 02 | TAA - HANGARS |
| 09ZZ | N/A | TALLEY INDUSTRIES OF AZ |
| 09M1 | 01 | TARP |
| 09ZZ | N/A | TONOPAH AIRPORT NYE COUNTY (BROWNFIELDS) |
| 09Q5 | 01 | TRACY DEFENSE DEPOT |
| 09P3 | 01 | TREASURE ISLAND NAVAL STATION- HUN PT AN |
| 09L9 | 01 | TUCSON AFP 44 |
| 091C | 01 | TUCSON SOURCES |
| 096Y | 01 | TUCSON WEST CAP |
| 09ZZ | N/A | UKIAH CENTRALIZED TRANSIT TERMINAL (BROWNFIELDS) |
| 09ZZ | N/A | UNION PARK 61-ACRE SITE (BROWNFIELDS) |
| 09R3 | 01 | UNITED HECKATHORN CO |
| 09K5 | 01 | VALLEY WOOD PRESERVING INC. |
| 09ZZ | N/A | VARIAN ASSOCIATES CORP HDQTRS HANSEN WAY |
| 09C1 | 01 | WASTE DISPOSAL, INC. |
| 09FY | 01 | WASTE DISPOSAL, INC. |
| 09GF | 01 | WEST PLUME B - TUCSON |
| 0997 | 01 | WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE) |
| 09Q1 | 01 | WILLIAMS AIR FORCE BASE |
| 09ZZ | N/A | YUMA MESA IRRIGATION & DRAINAGE DISTRICT |

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 67 requests for documents, performed 326 database searches in SDMS-C, and provided 2,549 documents for EPA staff and other requesters.

Thirty indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on November 5 and October 31, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 8 FOIA requests totaling 13.8 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 2,499 non-FOIA-related pages for EPA and other requesters, and sent approximately 9,914 pages off-site to a copy service. In addition, staff printed 2,145 pages from SDMS-C.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 27 requests for documents on CD-ROMs. 107,151 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of November, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

| SSID | OU | SITE NAME |
|-------------|-----------|----------------------------------------------|
| 099R | 00 | ABANDONED URANIUM MINES ON THE NAVAJO NATION |
| 09BD | 00 | APRA HARBOR NAVAL COMPLEX |

| SSID | OU | SITE NAME |
|-------------|-----------|------------------------------------------|
| 091N | 01 | COOPER DRUM |
| 09JT | 00 | CYPRUS TOHONO MINE |
| 0917 | 01 | IRON MOUNTAIN MINE |
| 09Q2 | 01 | LUKE AIR FORCE BASE |
| 091E | 01 | MCCORMICK & BAXTER CREOSOTING CO |
| 0946 | 01 | MGM BRAKES |
| 09J4 | 01 | MODESTO GROUND WATER CONTAMINATION |
| 09BE | 01 | MOTOROLA, INC. (52ND STREET PLANT) |
| 098J | 00 | NAVAL AIR STATION AGANA |
| 09BC | 01 | OMEGA CHEMICAL CORP |
| 0958 | 00 | OPERATING INDUSTRIES, INC LANDFILL |
| 099K | 01 | PEMACO MAYWOOD |
| 09ZZ | N/A | PERCHLORATE DOCUMENTS |
| 0998 | 01 | RHONE-POULENC, INC./ZOECON CORP |
| 09JW | 00 | RIALTO COLTON PLUME |
| 09N1 | 00 | SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) |
| 09N2 | 01 | SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) |
| 09M5 | 01 | SAN GABRIEL VALLEY (AREAS 1-4) |
| 09P9 | 01 | SCHOFIELD BARRACKS |
| 09K2 | 00 | SULPHUR BANK MERCURY MINE |
| 09P3 | 01 | TREASURE ISLAND NAVAL STATION- HUN PT AN |

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The Anaconda Copper Co. (Yerington) Removal Action #2 AR was compiled, copied, and sent to repositories on November 30.

On November 9 staff met with the TOAM and RPM Bob Fitzgerald to conduct the kick-off meeting for the San Fernando Valley Glendale Chromium OU administrative record. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Five work-performed compilations were created or updated during November:

CASMALIA RESOURCES, OU 01 (SSID 093H)
COOPER DRUM, OU 01 (SSID 091N)
LAVA CAP MINE, OU 01 (SSID 093Y)
MCCLEUR TAILINGS, OU 00 (SSID 09KM)
MOTOROLA, INC. (52ND STREET PLANT) , OU 15 (SSID 09BE)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 13 collections

Electronic files attached to E-mails: 34 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of November, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

| SSID | OU | SITE NAME |
|------|----|------------------------------------|
| 09GU | 00 | ANACONDA COPPER CO (YERINGTON) |
| 09GU | 01 | ANACONDA COPPER CO (YERINGTON) |
| 093H | 01 | CASMALIA RESOURCES |
| 091N | 01 | COOPER DRUM |
| 093Y | 01 | LAVA CAP MINE |
| 09KM | 00 | MCCLEUR TAILINGS |
| 09BE | 15 | MOTOROLA, INC. (52ND STREET PLANT) |

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The RMS IV/Assistant Manager held meetings with special projects staff on November 6.

The RMS IV/Circulation Department Supervisor held departmental meetings on November 5, 6, and 7.

The PM continued to purchase supplies and/or equipment during the month.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, staff gave SDMS-C training to 6 EPA staff in November. The staff also gave each EPA staff member a copy of the *SDMS Quick Reference Guide*.

On November 1, Records Center staff gave SDMS-C and Redax redaction software training to the TOAM and Environmental Protection Specialists Sharon Johnson and Lisa Ouyang.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On November 5, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV assisted EPA staff person Leticia Moore with technical problems relating to the logging into SDMS-C November 20. The problem was successfully resolved.

On November 15 an RMS IV coordinated with EPA LAN Coordinator Bob Zucker to resolve issues with updating the Symantec Anti-Virus and Installation of Imanager console on the R9REC file server. The problem was successfully resolved.

An RMS IV coordinated with vendors at IntraServe Systems, Inc. to replace a failed hard drive on the R9REC file server. A new drive was successfully installed on November 28.

On November 8 an RMS IV coordinated with EPA Oracle Systems Administrator Perry Silver to resolve issues with restarting R9WISDMS server because the drive mapping was not connecting to the Ascent Capture workstation (JMADIS05). The problem was successfully resolved.

An RMS IV coordinated with EPA IT Specialist Susan Osterloh to repair a corrupt ID file in Lotus Notes for a Librarian IV. The problem was successfully resolved November 29.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM and RMS IV/Head Indexer attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on November 15.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in December.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

The RMS IV/Circulation Dept. Supervisor interviewed candidates for the open IS II/Circulation Assistant position. The successful candidate was Miguel Magos, who began on the contract on November 26.

The RMS IV Computer Support Department Supervisor interviewed candidates for the open IS III/Computer Support Specialist. Selection will be made during the week of December 3.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 25 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 6 requests for information or support via other means.

V. STATISTICS

New File Footage

| New Files Received | Footage | Year to Date |
|--------------------|---------|--------------|
| 2,614 | 50.9 | 77.6 |

Inventories

| Records Surveyed | Year to Date |
|------------------|--------------|
| 27.65 LFT | 53.7 LFT |

Records Dispositioned

| To FRC | To NARA | Destroyed | Year to Date |
|--------|---------|-----------|--------------|
| 0 | 0 | 0 | 0 LFT |

Records Use Statistics

| EPA Staff | Government Requests | Regulated Community | Educational Institutions | Citizens | International | Media | Other | Total |
|-----------|---------------------|---------------------|--------------------------|----------|---------------|-------|-------|-------|
| 60 | 1 | 1 | 1 | 17 | 0 | 0 | 2 | 82 |